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<p align="center">Division of Forensic Science</p> <p align="center">FIREARM/TOOLMARK TRAINING MANUAL</p>	<p align="center">Amendment Designator:</p>
	<p align="center">Effective Date: 13 May 2003</p>
<p align="center">1 INTRODUCTION</p> <p>1.1 Introduction</p> <p>This manual is designed to allow self-guidance of an examiner trainee through the various areas of knowledge integral to the field of firearms/toolmark identification. It is generic in its layout and allows some modification by the individual Training Officer or Section Chief to meet local preferences. It is paramount to keep the primary and ultimate objective of this training period: to independently and competently examine and compare evidence relating to firearms and toolmark identification; to independently and competently render an opinion and reach conclusions relating to examinations and comparisons; and to give expert testimony in court in matters encompassed within the broad definition of firearms/toolmark identification, and to do this in a professional, competent, and impartial manner. The training period is an opportunity to maximize on the effectiveness of the training and to learn everything possible in the field. Personal effort during the training and evaluation period will bear directly on the quality of performance in the laboratory and on the witness stand. Technical and testimonial abilities will bear directly on the future situations and lives of accused persons can hang in the balance. There is a moral and ethical obligation incumbent upon firearm examiners to prepare technically and professionally during training in order to be able to perform according to the most rigid standards.</p> <p>An examiner trainee is expected to carry out a study of all pertinent section equipment, the Technical Procedures Manual, the Administrative Procedures Manual, the Quality Assurance Manual, the Safety Manual, and discipline-related materials such as books, professional journals, videos, and physical reference files. Integral to the course of study will be frequent daily contacts with section personnel who have special expertise in certain areas. Do not hesitate to ask anyone a question, whether a technician, examiner, or Section Chief.</p> <p>Study will include many printed references, including the basic material listed after each area of study. It is expected that during the training period that the trainee will become thoroughly familiar with these basic references. Further, it should be noted that the trainee should not restrict efforts and research to those basic references. One of the primary sources of additional information will be the Firearm Section reference library. The trainee should become familiar with the library's contents of all types, including the reference files, related indices, manufacturers' literature, and the journal of the Association of Firearm and Tool Mark Examiners.</p> <p>The trainee is required to keep a loose-leaf notebook of study notes on each of the items shown in the manual for research, discussion, demonstration, study, or practical work. The notebook can include handwritten notes, charts, graphs, photographs, brief photocopied material, etc., at the trainee's discretion, but it must address and broaden on each of the required items of study set out in the manual. Organization of the notebook in a format that parallels the manual is suggested. This notebook will serve as a ready reference in the months and even years following qualification, and will assist in documenting progress during training.</p> <p>A research project or projects, in addition to certain collateral duties assigned as a learning experience may supplement the training. Trainees should be prepared to discuss preferences in regard to a project or projects and collateral duties within thirty days after physically reporting to the Section.</p> <p>This training manual provides a framework for addressing the most important parts of training by preparing the trainee to independently and competently examine firearms/toolmark related evidence, and to independently and competently reach conclusions and render opinions concerning examinations and comparisons.</p> <p>The on-the-job, hands-on experience is the core of training and the trainee will be assigned to work with a Training Officer during the training period. This will insure that the trainee has sufficiently covered each aspect of the training manual and will provide a basis for continuing development after graduation and beyond the initial qualification and certification.</p>	

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<p>The training will be monitored and assisted by a Training Officer, who will have the responsibility for most training matters. The Training Officer will coordinate all outside schools, tours, lectures and related contacts. Within sixty days of physically reporting to the Section, the trainee should be sufficiently knowledgeable about Section operations and reference files to conduct tours of the Section. The Training Officer will coordinate this aspect of training.</p> <p>The Laboratory Director, Firearm Section Chief, and/or the Training Officer will interview the trainee in detail upon reporting to the Section. The focus will be on past training, experience, education, published articles, and other credentials so that a base line can be established in regard to the trainee's knowledge, skills, and abilities. Based on this information an Individual Training Plan (ITP), which will contain projected completion dates for the established training goals, will be prepared for the trainee. A copy of this ITP will be provided to the trainee for information and guidance. The trainee will be expected to meet the standards set by the Training Officer for the successful completion of training. These standards are set forth in the Administrative Guide as well as the ITP.</p> <p style="text-align: right;">◆ End</p>	